

STATE OF HAWAII

Accounting Manual

Volume III: Payroll Expenditures

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SECTION 711: NOTIFICATION OF PERSONNEL ACTION, STATE DPS FORM 5

1. Purpose. The major uses of the STATE DPS FORM 5 have been described as follows:
 1. to assure that personnel actions which have been duly authorized or ordered by management have been effectuated and evidenced by official documentation;
 2. to provide a basis to determine whether personnel actions taken on employees are within legal boundaries (personnel laws, rules, and collective bargaining agreements), are in conformance with proper personnel practices, and are administered uniformly throughout the State;
 3. to provide complete information on each employee, his position, and kinds of actions taken for use in the development of personnel statistics. Analysis of this feedback data can be used as a basis for recommending, through legislation, personnel rules, collective bargaining agreement provisions, and new and improved personnel programs, policies, standards, and procedures to maintain the State's image as a good and fair employer;
 4. to provide a basic source document for the issuance of paychecks;
 5. to expedite the payment of retirement funds and annuities to persons separated from the State service.
2. Prepared By. The employing department prepares the STATE DPS FORM 5 and submits it to the Department of Personnel Services for approval.
3. Frequency. As required.

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4. Distribution. All seven copies of the form are submitted to Department of Personnel Services for review and approval. The STATE DPS FORM 5s are distributed by DPS, as follows:
- (a) Copy #1 - To the data processing center and to Central Payroll, DAGS for verification and control filing.
 - (b) Copy #2 - Employee.
 - (c) Copy #3 - Employee's Personnel Jacket.
 - (d) Copy #4 - Departmental Chronological File.
 - (e) Copy #5 - Optional use by departments and agencies.
 - (f) Copy #6 - Optional use by departments and agencies.
 - (g) Copy #7 - Employees' Retirement System, Department of Budget and Finance.
- (Note: The detail instructions for completing the STATE DPS FORM 5 are contained in the Department of Personnel Services, "INSTRUCTIONS FOR COMPLETING STATE DPS FORM 5" under the following two tables:
- Table I: General Instructions for Completing STATE DPS FORM 5.
- Table II: Specific Instructions Regarding Entries which the Department of Personnel Services Requires on STATE DPS FORM 5 Under Nature of Action; Effective Date; Civil Service or Other Legal Authority; and Remarks.)
5. Deadlines. Approved State DPS Form 5s must be received in DAGS Central Payroll by no later than the second workday of the pay period in which pay is to be affected.

